



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

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CAREER OPPORTUNITIES

Week of March 21, 2016

A separate application and supplemental application must be completed for each recruitment. Human Resources & Development must receive applications and any other required materials by the filing deadline. Applications must be submitted online at: www.co.tulare.ca.us/hrd. Incomplete and late applications will be disqualified. These recruitments will establish employment lists to fill vacancies in departments and locations throughout Tulare County.

ASSISTANT COUNTY AUDITOR-CONTROLLER **\$81,927-\$122,889* Annually** **FIRST REVIEW: 4/4/16**
Executive level vacancy in the Auditor-Controller's office in Visalia. Requires Bachelor's degree in Accounting AND five (5) years progressively responsible experience in government or public accounting including three years of supervisory experience. A CPA or Masters degree in accounting is highly desirable. To be considered, please send a comprehensive resume to Tulare County Human Resources & Development Department, 2900 West Burrel Ave., CA 93291; by email to Belszy-perez@co.tulare.ca.us; or by fax to (559) 730-2597. For complete job description, visit www.co.tulare.ca.us/hrd. *May appoint within posted salary range. This is an At-Will position.

IT SYSTEMS AND APPLICATIONS TRAINER I/II **I: \$3,806-\$4,639; II: \$4,006-\$4,882 Monthly** **FILING DEADLINE: 4/05/16**
One vacancy with Tulare County Information and Communications Technology Department located in Visalia. Design, develop, and deliver software applications training programs and individual classes; develop and deliver new courses for new and existing software applications, including all course materials, exercises, and skills evaluations. For the complete job description and requirements visit to www.co.tulare.ca.us/hrd

OFFICE ASSISTANT II/III-BILINGUAL **II: \$1,995 - \$2,431; III: \$2,203 - \$2,685 Monthly** **FILING DEADLINE: 3/21/16**
Current vacancy with HHSA in Visalia. This recruitment is for bilingual positions and will be used fill current and future bilingual vacancies Countywide. OAI: Completion of the twelfth grade AND six months of general clerical experience, OR completion of an approved office support program from an accredited business/community college or adult school. Self-certified typing speed of 45 corrected wpm. OAI: Completion of the twelfth grade, supplemented by specialized business, secretarial, and/or word processing courses AND one year of general clerical experience performing duties similar to those of an Office Assistant II, preferably with six months experience in word processing operations. Self-certified typing speed of 50 corrected wpm.

PROMOTIONAL RECRUITMENTS

Promotional recruitments are open only to current Tulare County employees with regular or probationary status.

SELF SUFFICIENCY RESOURCE SPECIALIST **\$3,105 - \$3,784 Monthly** **FILING DEADLINE: 03/28/16**

CONTINUOUS RECRUITMENTS

Applications for the following positions will be accepted on a continuous basis. These recruitments may CLOSE AT ANY TIME WITHOUT FURTHER NOTICE. Qualified applicants will be placed on continuous employment lists and are eligible for consideration for six months.

EH AG & STANDARDS INSPECTOR AIDE **\$11.30 Hourly**
LIBRARIAN II/III **II: \$41,725 – 50,884 – III: \$46,136 – \$ 56,227 ANNUALLY**

Additional employment opportunities available with the Sheriff's Department and the Health & Human Services Agency (HHSA). For more information please go to <http://agency.governmentjobs.com/tulare/default.cfm> or contact them directly.

Tulare County Sheriff's Department
Personnel and Training Division
5959 S. Mooney Boulevard
Visalia, CA 93277
Business: (559)735-1825 or 1-800-757-9907
Fax: (559)737-4682
Website: <http://www.tularecounty.ca.gov/sheriff/index.cfm/recruitment>

Tulare County Health and Human Services Agency (HHSA)
5957 S. Mooney Boulevard
Visalia, CA 93277
Business: (559)624-8450
Fax: (559)713-3704
Email: humanres@tularehhsa.org
Website: <http://www.tchhsa.org>

Tulare County does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities.

Human Resources & Development
2900 West Burrel, Visalia, CA. 93291 (559)636-4900
APPLY ONLINE AT: www.co.tulare.ca.us/hrd